



Planning & Development Department



ZONE CHANGE

Can also be used for related Major Amendments, Stipulation Modifications,
Unit Plan of Development Overlays and
Planned Area Development Overlays

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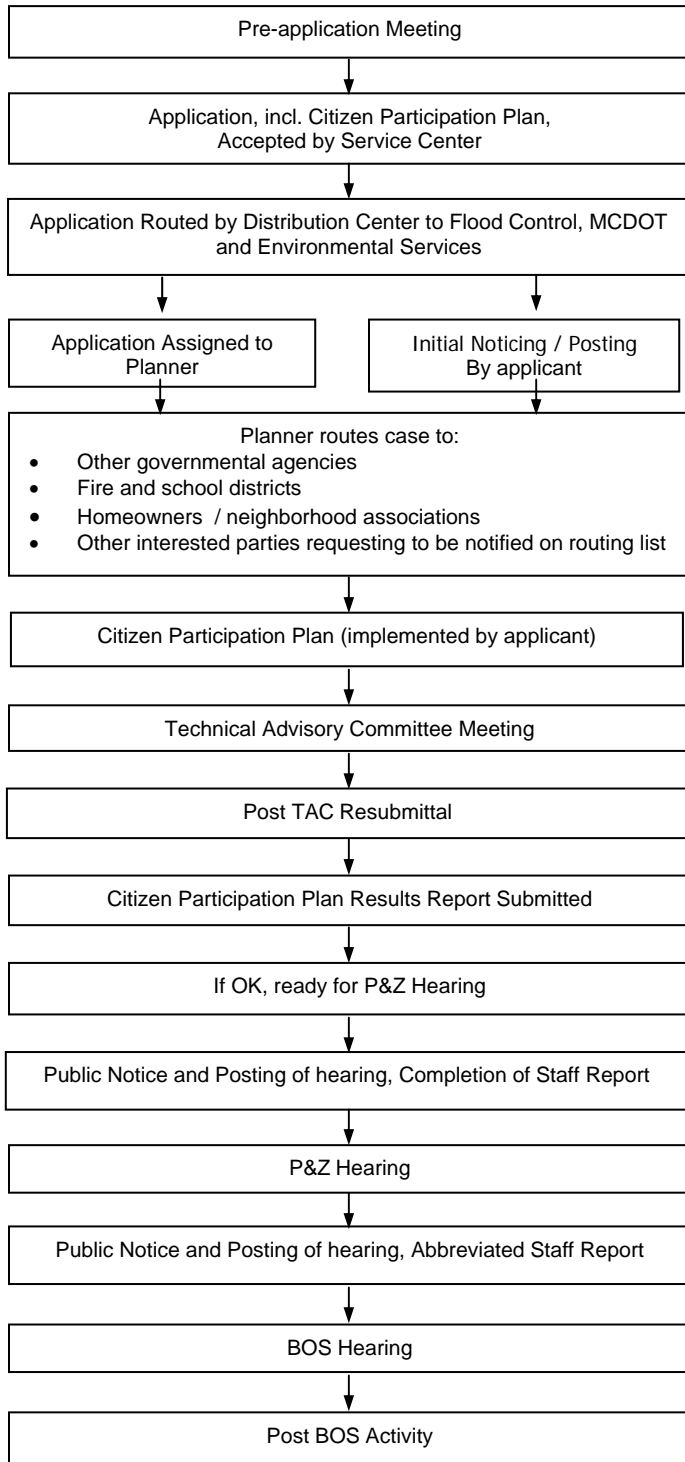


Planning & Development Department

ZONE CHANGE PROCESS



PROJECT FLOW CHART



PRE-APPLICATION MEETING

A pre-application meeting is required for all cases. Possible items of discussion may include requirements, citizen participation plan, community and area plans, zoning patterns and trends. In addition, the applicant may wish to contact other County agencies such as Transportation, Drainage Review, Flood Control and Environmental Services for any possible special requirements in processing the application. If your request is within 3 miles of an incorporated City or Town the applicant should contact them as well.

After the meeting and after consulting with staff, the applicant may begin implementing the citizen participation plan (See Citizen Review Process Summary / Guidelines).

FILING AN APPLICATION

To submit an application, the following information is required (specifics for each item are included in the application packet):

1. A copy of the Pre-application Meeting Form (distributed at the pre-application meeting).
2. A completed and signed application form. A "Property Owner Authorization" form must also be completed if the applicant is not the property owner.
3. Verification of ownership of the site, such as a recorded deed.
4. A list, mailing labels and postage-paid envelopes for each property owner within 300' of the property. An "Affidavit of Notification" regarding the surrounding property must also be completed, signed and notarized.
5. Application fees for Planning, Drainage Review, Flood Control and Environmental Services.
6. Photographs of the site and adjacent properties.
7. Plan of Development (also known as a Site Plan).
8. Narrative Report, describing the request, justification for the request, property and area conditions, potential impacts, proposed improvements, services, utilities, etc.
9. Citizen Participation Plan, describing the parties contacted by the applicant, how information about the application is disseminated, how inquiries are handled, schedule of completion, etc.

ZONE CHANGE PROCESS

TECHNICAL ADVISORY COMMITTEE REVIEW

The Technical Advisory Committee (TAC) is composed of representatives of the County's Planning, Transportation, Drainage Review, Flood Control and Environmental Services departments, as well as representatives from any other County department, fire district, school district, City or Town, homeowner's association, or other interested party that is in close proximity or has jurisdiction over the site.

After a complete application is submitted and accepted by the Planning Department, staff will forward copies of the application to members of TAC. Staff will then schedule the request for review by TAC (see attached schedule), and notify you of the actual date and time that your request is scheduled.

Staff will provide you with written comments from any reviewing agency unable to attend the meeting.

POST-TAC REVIEW

Depending on the comments received at TAC, the application materials (such as the Plan of Development or Narrative) may need revisions. The applicant must submit revised materials, reflecting the TAC comments, to the Planning Department, which will forward the revised materials to the appropriate agencies. Once they are satisfied that the technical requirements have been met (more than one re-submittal may be necessary) and the Citizen Participation Plan Report has been satisfactorily completed (see Citizen Review Process), the request will be scheduled for public hearing by the Planning and Zoning Commission. Staff will also make the necessary mailing, publication and posting notices, as well as prepare a staff report. Please note that compliance with comments from TAC and/or staff does not guarantee that the application will be supported or recommended for approval by staff or the Planning and Zoning Commission, or be approved by the Board of Supervisors.

PLANNING AND ZONING COMMISSION

The Planning and Zoning Commission will hold a public hearing for all interested persons wishing to comment on the zone change. The applicant must attend this meeting, and will be asked to comment on the application, the staff report and/or any comments that are made during the public hearing. The Planning and Zoning Commission will make a recommendation for

approval or denial of the request. Their recommendation may or may not concur with staff's recommendation.

BOARD OF SUPERVISORS

The zone change request will again be advertised and posted prior to a public hearing before the Maricopa County Board of Supervisors. The Board of Supervisors will ultimately vote to approve or deny the request. Their action may or may not concur with the recommendation made by the Planning and Zoning Commission.

POST-BOARD OF SUPERVISOR ACTIVITY

Once approved by the Board of Supervisors, the zone change becomes effective 31 days after Board action and when any required stipulations are met. The applicant may then apply for a Zoning Clearance and Building Permit as long as the property is in compliance with the Maricopa County Zoning Ordinance.

APPEALS OF ADMINISTRATIVE DECISIONS

In accordance with ARS §11-810 and §11-811, you may appeal any exaction or dedication required by an administrative decision of County staff to a Hearing Officer for their review and determination. For additional information please contact staff

For additional information contact:

Maricopa County Department of Planning and Development

501 North 44th St., Suite 200
Phoenix, AZ 85008
(602) 506-3301
FAX: (602) 506-8369
Internet: www.maricopa.gov



Planning & Development
Department

ZONE CHANGE APPLICATION



APPLICATION MUST BE COMPLETED IN FULL

ALL FEES ARE DUE AT TIME OF APPLICATION AND ARE NON-REFUNDABLE

REQUEST:

Project Name: _____
Description of Request: _____
Existing Use of Property: _____
Existing Zoning District: _____
Requested Zone: _____
Related Case Number: _____

PROPERTY INFORMATION:

Address (if known): _____
General Location (include nearest city/town): _____
Size in Acres: _____ Square Feet: _____
Legal Description: Section: _____ Township: _____ Range: _____
Assessor's Parcel Number: _____
Subdivision Name (if applicable): _____

APPLICANT INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

PROPERTY OWNER INFORMATION:

Name: _____ Contact: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone #: _____ Fax #: _____
E-mail Address: _____

Applicant's Signature _____ Date: _____

DEPARTMENT USE ONLY

Case #: _____ Zoning Map#: _____ Supervisorial District: _____
Date of Submittal: _____ TAC Date: _____
Fees: _____ Accepted By: _____



**Planning & Development
Department**

ZONE CHANGE QUESTIONNAIRE



1. Is there a zoning violation on the property for which the owner has been notified?

YES _____ Zoning Violation #: _____

NO _____

2. Is the property located within a County Island?

YES _____

NO _____

3. Is the property located within 3 miles of an incorporated town or city?

YES _____

NO _____

If yes, have you discussed this request with representative(s) of the town or city?

YES _____

NO _____

(Please note that we will take the municipality's comments into account if the site is located in a municipal planning area.)

4. Is a copy of the pre-application comment sheet attached?

YES _____

NO _____



Planning & Development
Department

PROPERTY OWNER AUTHORIZATION



COMPLETE THIS FORM IF THE APPLICANT IS NOT THE PROPERTY OWNER

Date: _____

I hereby authorize: _____ ,

address _____ , to

file this application and to act on my behalf in regard to this request.

Property Owner's Signature: _____

Printed Name: _____

DEPARTMENT USE ONLY

Case Number: _____

Project Name: _____



Planning & Development Department

ZONE CHANGE APPLICATION SUBMITTAL CHECKLIST



Applications submitted to the Maricopa County Department of Planning and Development shall include all of the exhibits, items and information listed in this checklist. This information is required by County Ordinance or Department Staff in order to adequately review the proposal. An application will only be accepted by the Planning Department when all of the items listed below are submitted, unless otherwise deemed unnecessary by staff. Additional information, detail and/or copies may be required after review by the Technical Advisor Committee (TAC). **PLEASE BE ADVISED THAT COMPLIANCE WITH TAC/STAFF REQUIREMENTS DOES NOT GUARANTEE STAFF SUPPORT OF THE REQUEST OR FINAL APPROVAL OF THE REQUEST.**

1. PRE-APPLICATION MEETING FORM

2. APPLICATION:

- ☐ A. Completed and signed application – 20 Copies
- ☐ B. Signed "Property Owner Authorization" form – 2 Copies (if applicant is not the owner)
- ☐ C. Proof of ownership-Official Recorded (two copies):
Warranty Deed, Special Warranty Deed, Grant Deed, Joint Tenancy Deed, Quit Claim Deed, Gift Deed, Guardian's Deed, Sheriff's Deed, Correction Deed, Agreement of Sale Deed, Pay Off Deed (for an agreement of sale), Treasurer's Deed, Civil Judgment (Conveying Property), Deed of Distribution (Probate), Land Patent, Certificate of Purchase (like an agreement of sale before patent issued), Trustee's Deed, Affidavit for Transfer of Real Property, or other suitable evidence as may be approved by the Planning and Development Department.
- ☐ D. List and mailing labels for the applicant, property owner, and other persons to keep informed of the project's status.

3. SITE PLAN:

- ☐ A. 8-1/2" x 11" paper copy of site plan – 1 copy
- ☐ B. 24" x 36" (maximum size) **folded copies** of site plan – 20 copies.

Site Plan to include the following information:

- ☐ 1. Project name
- ☐ 2. Date of plan and dates of any subsequent revisions
- ☐ 3. Vicinity map with location of site
- ☐ 4. Title block identifying Owner, Developer, Engineer and/or Applicant
- ☐ 5. Site dimensions/boundaries
- ☐ 6. North arrow and scale (written and graphic)
- ☐ 7. Site summary table:
 - Gross acreage
 - Net acreage
 - Existing zoning and land use
 - Proposed zoning and land use
- ☐ 8. Request (i.e. zone Change from _____ to _____ for _____ (project name))
- ☐ 9. Legal Description
- ☐ 10. Street names, existing and proposed, along with right-of-way dimensions, for all existing and proposed streets, show proposed cross-sections
- ☐ 11. Access points with centerline dimensioned from property corner
- ☐ 12. Dimensions of all driveway widths and distances between driveways
- ☐ 13. Each use identified:
 - Dimensions of each structure
 - Dimensions between structures

ZONE CHANGE APPLICATION SUBMITTAL CHECKLIST

- ☐ - Distances from property lines
- ☐ - Lot coverage
- ☐ - Building height and square footage
- ☐ 14. Parking areas:
 - ☐ - Dimensions and angles
 - ☐ - Surfacing and /or paving material
 - ☐ - Vehicle storage areas
 - ☐ - Loading spaces or zones identified
 - ☐ - Required & Proposed parking spaces (including handicapped-accessible)
- ☐ 15. Adjacent property owners, uses, zoning and parcel numbers
- ☐ 16. Name of school district where project is located
- ☐ 17. Utility commitment table
- ☐ 18. Location of all utilities (existing and proposed)
- ☐ 19. Signs:
 - ☐ - Location, size, height and type
 - ☐ - Elevations of each sign
 - ☐ - Source of illumination
 - ☐ - Area and number allowed/area and number requested
- ☐ 20. Location of all recorded/proposed easements
- ☐ 21. Type of screening (i.e. walls and plantings)
- ☐ 22. Existing and proposed contours
- ☐ 23. Location of landscaping and retention areas
- ☐ 24. Typical landscaping section
- ☐ 25. Location, height and type of outdoor lighting. Note compliance with Section 1112 of the Zoning Ordinance in regard to outdoor lighting
- ☐ 26. Show the location of all proposed and existing fire hydrants, water supply, storage and pressures
- ☐ 27. For RUPD's – comparison chart (zoning district reg'ts/proposal – see attached)

4. **NARRATIVE REPORT:** Explanation of the project, 20 copies – 8 1/2" x 11" paper. Underlined wording indicates a section heading.

- ☐ A. Title page – include project name, general location and vicinity map
- ☐ B. Purpose of Request
- ☐ C. Description of Proposal, including proposed uses(s)
- ☐ D. Relationship to Surrounding Properties (their use, zoning, etc.)
- ☐ E. Explanation of how the proposed development will benefit the community or area.
- ☐ F. Discussion of recent changes in the area of your request that support the application request (i.e. adoption of city or town plans, subdivision approvals, surrounding development, etc.)
- ☐ G. Location and Accessibility
- ☐ H. Circulation System (on & off-site) – include proposed improvements or dedications
- ☐ I. Development Schedule (phasing)
- ☐ J. Community Facilities and Services (school district, parks, amenities, etc)
- ☐ K. Public Utilities and Services (refuse, sewer, water, police, fire, etc.)
- ☐ L. For RUPD's – comparison chart
- ☐ M. Other information that will be helpful in evaluating the request
 - ☐ - Architectural renderings and themes (descriptions)
 - ☐ - Landscaping renderings and themes (descriptions)
 - ☐ - Sign details and descriptions
 - ☐ - Screening wall/fence details

ZONE CHANGE APPLICATION SUBMITTAL CHECKLIST

5. CITIZEN PARTICIPATION PLAN: (2 copies - 8-1/2" x 11" paper. Underlined wording indicates a section heading.) (See Citizen Review Process Summary /Guidelines for details)

- ☐ A. Title Page - include project name, general location and vicinity map
- ☐ B. Parties Affected by Application - which property owners, interested parties, political jurisdictions and public agencies may be affected by the application
- ☐ C. Notification and Information Procedures – how those interested in and potentially affected by an application will be notified the application has been made and the substance of the application
- ☐ D. Response Procedures – how those interested in and potentially affected by an application will be provided and opportunity to express any concerns, issues or problems they may have with the proposal in advance of the public hearing
- ☐ E. Schedule for Completion
- ☐ F. Status Procedure – how the applicant will keep the Planning and Zoning Department informed on the status of their citizen participation efforts

6. NOTIFICATION REQUIREMENTS:

Provide the names, addresses and Tax Assessor's Parcel Numbers, on a list and on mailing labels, of all the owners of property within 300 feet of the boundary of your project (exclude right-of-way). Also submit an equal number of blank, stamped envelopes. Include a notarized 'Affidavit of Notification' (attached), signed by the applicant verifying that the labels represent the most current ownership information available through the Maricopa County Assessor's office

- ☐ A. List of property owners (name, address and parcel number) within 300'
- ☐ B. Mailing labels
- ☐ C. Stamped Envelopes
- ☐ D. Notarized 'Affidavit of Notification' (Attached)

7. PHOTOGRAPHS:

Photographs are to be mounted on 8 ½ x 11 sheets. Submit photographs of the site, taken on all four corners of the property and looking inward to the property (minimum of four photographs). Also submit photographs looking out from the property taken from all four sides (2 photographs from each side – 8 photographs minimum). Additional photographs are recommended for large sites. Please label each photograph with the view, direction and date.

A site plan or key map may also be used in conjunction with the photographs with notations showing what direction the photograph faces and where it is taken.

- ☐ A. 4 photographs looking inward
- ☐ B. 8 photographs looking outward

8. FEES:

- ☐ A. Zoning Fee:
\$1,000 + \$100/acre or portion thereof
Maximum fee: \$30,000
- ☐ B. Amendment to Application in Process (Change that requires re-routing to reviewing agencies): \$100/amendment
- ☐ C. Concept Plan Review (Existing PD Overlay; Zone Change that Requests PD Overlay):
\$200+20/acre or portion thereof; \$6,000 Maximum fee

ZONE CHANGE APPLICATION SUBMITTAL CHECKLIST

- _____ D. Modification of Board Approved Stipulation:
\$250/stipulation, \$500 min/\$1,000 max
- _____ E. Planned Area Development (PAD) Overlay:
\$1,500+\$100/acre or portion thereof
- _____ F. Site Plan Review (Zone Change to Commercial Unit Plan Development 'CUPD', Residential Unit Plan of Development 'RUPD', Industrial Unit Plan of Development 'IUPD', and Planned Shopping Center 'C-S' zoning district; any zone change with a PD overlay or Industrial zoning district: \$1,000+\$100/acre or portion thereof; \$30,000 Maximum fee
- _____ G. Zoning change without Required Site Plan, all rural and residential districts; C-0, C-1, C-3 without PD, and Senior Citizen Overlay: \$500+\$50/acre or portion thereof; \$30,000 Maximum fee
- _____ H. Drainage Review Fee: Contact Drainage Review at (602) 506-7149. (The Drainage Review fee can be combined with the zoning fee.)
- _____ I. Environmental Services Review Fee: Contact Environmental Services at (602) 506-6666
- _____ J. Department of Transportation Review Fee of \$250. Contact Transportation at (602) 506-8600. (The Department of Transportation fee can be combined with the zoning fee.)
- _____ K. Flood Control Fee: Contact Flood District

NOTE: Other non-County agencies, such as Rural Metro Fire Department, may also have review fees; please contact them at (480) 627-6227.

9. DRAINAGE REPORT:

Please check with Maricopa County Drainage Review to determine the type of report required.

_____ 5 copies, plus 1 copy for each incorporated city/town within 3 miles of the project.

10. TRAFFIC IMPACT STUDY: Please check with Maricopa County Department of Transportation to determine the type of report required.

11. OTHER INFORMATION: (as required by Staff and/or other Department or Agency)

- _____ A. Title report
- _____ B. Deed restrictions (C.C. & R.'s)
- _____ C. Parcel map(s) of site and area
- _____ D. Letters of support or commitment
- _____ E. Market study
- _____ F. Landscape Plans (including plant types, quantities, sizes, % coverage, group-cover etc.,)
- _____ G. Building Elevations (including material, color and treatment descriptions, etc.)

MARICOPA COUNTY AGENCY CONTACTS:

Planning and Development (Planning & Zoning Division):	602-506-1472
Planning and Development (Plan Review):	602-506-7147
Transportation:	602-506-8600
Environmental Services:	602-506-6666
Drainage Review:	602-506-7149
Rural/Metro Fire Department	480-627-6227
Flood Control District	602-506-1501



Planning & Development Department



Residential Unit Plan of Development (R.U.P.D.)

REGULATION	BASE ZONING DISTRICT REGULATIONS (R1-35)	PROPOSED ZONING DISTRICT REGULATIONS (R1-35 R.U.P.D.)
Height	30'/2 stories	
Front Yard	40'	
Side Yard	20'	
Street-side Yard	20'	
Rear Yard	40'	
Lot Area	35,000 sq. ft.	
Lot Width *	145'	
Lot Area per Dwelling Unit **	35,000 sq. ft.	
Lot Coverage	20%	
Distance between buildings	15'	
Parking Spaces		

*Lot width is measured at front yard setback.

**Lot Area per Dwelling Unit: total area of lots and open spaces, excluding all public and private streets, divided by the total number of lots.

Commercial and Industrial Unit Plan of Development (C.U.P.D. and I.U.P.D.)

REGULATION	BASE ZONING DISTRICT REGULATIONS (C-2)	PROPOSED ZONING DISTRICT REGULATIONS (C-2 C.U.P.D.)
Height	30'/3 stories	
Front Yard	10'	
Side Yard	10'	
Street-side Yard	10'	
Rear Yard	25'	
Lot Area	6,000 sq. ft.	
Lot Width *	60'	
Lot Coverage	60%	
Parking Spaces	See parking regulations	
Screening	6' solid wall	

*Lot width is measured at front yard setback.



Planning & Development Department

CITIZEN REVIEW PROCESS SUMMARY / GUIDELINES



Purpose

Pursuant to A.R.S. § 11-829, Paragraph B, on May 2, 2001 the Maricopa County Board of Supervisors adopted a citizen review process for rezoning and special use permit cases (Section 305 of the Maricopa County Zoning Ordinance). There are three basic requirements for a citizen review process of rezoning and special use permit applications:

- Notifying citizens of the rezoning *application*, and not just the public hearing.
- Informing citizens of the substance of the application.
- Providing citizens an opportunity to express issues or concerns prior to any public hearing regarding the application.

Public participation is an important component of successful planning. Citizens need and deserve ongoing communication regarding projects and issues that affect their communities. Through the citizen review process, Maricopa County demonstrates its commitment to ensuring that applicants pursue early and meaningful citizen input in applications for changes in zonings and special use permits. Such participation will help an applicant resolve concerns early in the process, and promote goodwill between the applicant, county officials, citizens, property owners, and other stakeholders. While the citizen participation program may not produce complete consensus regarding specific applications, it will encourage applicants to make sound investment and planning decisions by listening to and, where feasible, addressing the concerns of their neighbors.

Process

The Citizen Review Process has five required elements that are discussed below:

1. Requirement for a Pre-Application Meeting
2. Requirement to develop a Citizen Participation Plan
3. Requirement to notice adjacent property owners upon application
4. Requirement to post properties upon application
5. Requirement to complete a Citizen Participation Results Report

1. Requirement for a Pre-application Meeting / Pre-application Meeting Form

Prior to submitting a formal application, the applicant is required to participate in a pre-application meeting with Planning and Development Department staff. Pre-application meetings allow applicants to become familiar with the planning process, and also enable the applicant to obtain guidance with the requirements of the Citizen Review Process. At the pre-application meeting, the *Citizen Participation Plan* will be discussed between staff and the applicant.

At the pre-application meeting, staff will provide the applicant with a copy of the *pre-application meeting form*. This form is used to verify that the pre-application meeting has occurred. **Please do not discard or misplace this form – it is a required submittal with your application.**

2. Requirement to develop a Citizen Participation Plan / Plan format

The Citizen Participation Plan discusses the extent and procedure the applicant will take to complete the Citizen Review Process. Staff and the applicant will discuss the extent of the Citizen Participation Plan at the pre-application meeting. At a minimum, the following information should be submitted as a part of the Citizen Participation Plan, using the headings and format shown below:

CITIZEN REVIEW PROCESS SUMMARY / GUIDELINES

Title Page

- Map. Include the project name, general location and vicinity

Parties Affected by Application

- Discuss which residents; property owners, interested parties, political jurisdictions and public agencies may be affected by the application.

Notification and Information Procedures

- Discuss how those interested in and potentially affected by an application will be notified that an application has been made.
- Discuss how those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application.

Response Procedures

- Describe how those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues or problems they may have with the proposal in advance of the public hearing.

Schedule for Completion

- Describe the schedule for completion of the Citizen Participation Plan.

Status Procedure

- Describe how the applicant will keep the Planning and Zoning Department informed on the status of their citizen participation efforts.

The level of citizen interest and area involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined through a coordinated effort of the applicant and staff. The Planning Director shall resolve any disputes that may arise while arriving at the target area. At a minimum, the target area of the *Citizen Participation Plan* shall include the following:

- a) real property owners within 300' of the proposed zone change or Special Use Permit request;
- b) the head of any homeowners association within 300' of the proposed zone change or Special Use Permit request;
- c) other potentially affected citizens in the target area who have requested that they be placed on the routing list maintained by the Planning Department.

Applicants may submit the *Citizen Participation Plan* for review as early as the pre-application meeting, but must submit such plans with formal application.

3. *Requirement to Notice Adjacent Property Owners Upon Application and*
4. *Requirement to Post Properties Upon Application*

Within 30 days the applicant shall send notice by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed amendment or change. The notice by mail shall include, at a minimum, description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant. A copy of the notice and an affidavit demonstrating proof of such notification shall be submitted to staff within 30 days of application submittal. An example and template notice forms are provided in the zone change / Special Use Permit application packets.

CITIZEN REVIEW PROCESS SUMMARY / GUIDELINES

Within 30 days of submitting a formal application, the applicant shall also post the property included in the proposed change. The posting shall be in no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices are visible from the nearest public right-of-way. Each notice shall be a minimum of six square feet in area. The posting shall include, at a minimum, a brief description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant. Each posting sign shall remain standing for at least two weeks. A signed affidavit along with photographic evidence shall be submitted to staff demonstrating proof of posting within 30 days of application submittal. An example is provided in the zone change / Special Use Permit application packets.

The Affidavit of Citizen Participation, which addresses both the Posting and Noticing requirements, should be submitted at the Technical Advisory Committee meeting or within 30 days of application submittal. The Affidavit of Citizen Participation form is provided in the zone change / Special Use Permit application packets.

5. Requirement to Complete a Citizen Participation Results Report

Upon completion of the Citizen Participation Plan process, the applicant must submit an official report on the results. At a minimum, the following information should be submitted as a part of the Citizen Participation Results Report, using the headings and format shown below:

Title Page

- Include the project name, general location and vicinity map.

Details and Techniques Used To Involve the Public

- Include all dates and locations of any and all meetings where citizens were invited to discuss the applicant's proposal.
- Provide the content, dates mailed, and number of mailings, including letters, meeting notices, newsletters and other publications.
- Indicate the location of residents, property owners, and interested parties receiving notices, newsletters or other written materials.
- Indicate the number of people that participated in the process.

Summary of Concerns, Issues and Problems

- Describe the substance of concerns, issues, and problems.
- Describe how the applicant has addressed or intends to address perceived or real concerns, issues, and problems expressed during the process
- Describe perceived or real concerns, issues and problems with which the applicant disagrees, which the applicant cannot address, or which the applicant chooses not to address, including an explanation of the applicant's reasoning.

The *Citizen Participation Results Report* must be submitted and approved prior to scheduling the case for public hearing with the Planning and Zoning Commission and County Board of Supervisors.



Planning & Development Department

CITIZEN REVIEW PROCESS NOTIFICATION LETTER



This form should be sent to each real property owner as shown on the last assessment of the property within 300' of the proposed zone change or Special Use Permit. Below is an example of how the form should be completed. A clean copy for your use is found on the following page.

REQUEST: Rezone from Rural-43 to R1-35 R.U.P.D. / Special Use Permit

PURPOSE: 40 lot, 4 tract single family subdivision / Horse riding and boarding stable

LOCATION: Northwest corner of Main and Park Streets

SIZE: 40.00 acres

APPLICANT: Name / address

CONTACT PERSON: Name / telephone number / fax number / e-mail address

Map of area:
(Not to scale)



Insert vicinity map here. Subject property should be filled or patterned.

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. As mandated by Article 28, Section 2804 of the Maricopa County Zoning Ordinance, this notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.



Planning & Development Department

CITIZEN REVIEW PROCESS NOTIFICATION LETTER



REQUEST:

PURPOSE:

LOCATION:

SIZE:

APPLICANT:

CONTACT PERSON:

Map of area:
(Not to scale)



An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. As mandated by Article 28, Section 2804 of the Maricopa County Zoning Ordinance, this notice is being sent to you because property listed in your name is located within 300 feet of the site noted above. This notice is being sent to you to inform you of this application and to provide you with an opportunity to relay any questions, issues or concerns regarding this application to the contact person listed in the top box of this page.

THIS IS NOT A NOTICE OF A PUBLIC HEARING WITH THE PLANNING AND ZONING COMMISSION OR COUNTY BOARD OF SUPERVISORS. HOWEVER, YOU MAY RECEIVE SUCH A NOTICE AT A FUTURE DATE IF THE APPLICATION IS SCHEDULED FOR HEARING.



Planning & Development Department

CITIZEN REVIEW PROCESS POSTING SIGN FORMAT



- All signs **must** be at least six square feet in area (3' width x 2' height), although larger signs are acceptable. Poster board and foam board signs **must** be laminated. Signs shall be in place a minimum of two weeks.
- The applicant shall post the property in no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices are visible from the nearest public right-of-way.
- Text should be a dark color (preferably black) on a white or other light colored background. Information on the sign should be large enough to cover the entire sign.
- Example text for zoning cases / Special Use Permits shown below.

NOTICE OF ZONING / SPECIAL USE PERMIT REQUEST WITHIN UNINCORPORATED MARICOPA COUNTY

REQUEST: Rezone from Rural-43 to R1-35 R.U.P.D. / Special Use Permit

PURPOSE: 40 lot, 4-tract single-family subdivision / Horse riding and boarding stable

LOCATION: Northwest corner of Main and Park Streets

SIZE: 40.00 acres

APPLICANT: Name / address

CONTACT PERSON: Name
Telephone number
Fax number
E-mail address

Map here

An application has been filed or will be filed shortly with the Maricopa County Department of Planning and Development regarding the request above. As required by Section 305, Section 2804 of the Maricopa County Zoning Ordinance, this property is being posted to inform you of this application. If you have any questions, issues or concerns regarding this application, please reach the contact person listed above.



Planning & Development
Department

AFFIDAVIT OF CITIZEN PARTICIPATION



To be submitted at the Technical Advisory Committee Meeting or within 30 days of application.

Date: _____

I, _____, being owner or authorized applicant for the zoning case or special use permit referenced below, do hereby affirm that within 30 days upon submitting an application I have posted the property included in the proposed change. The postings were no less than two places with at least one notice for each quarter mile of frontage along perimeter right-of-way so that the notices were visible from the nearest public right-of-way. The notices were a minimum of six square feet in area and, if poster board or foam board, were laminated. The postings included, at a minimum, a brief description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant. The postings remained in place for a minimum of 14 days.

SUBMIT PHOTOGRAPHS OF THE POSTINGS MOUNTED ON AN 8 ½ X 11 SHEET OF PAPER WITH THIS AFFIDAVIT.

I also affirm that within 30 days upon submitting an application, I have noticed by first class mail to each real property owner as shown on the last assessment of the property within three hundred feet of the proposed zoning case or special use permit. The notice by mail included, at a minimum, a description of the area of the proposed amendment or change, a general explanation of the nature of the proposed amendment or change, the name of the applicant, and contact information for the applicant.

ATTACH COPIES OF THE NOTICE TO THIS AFFIDAVIT.

Applicant's/Representative's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

(Notary Public)

My Commission Expires: _____

PLANNING DEPARTMENT USE ONLY:

CASE
NUMBER: _____
PROJECT
NAME: _____



SITE POSTING REQUIREMENTS

For Public Hearings

Required for Zone Changes, Development
Master Plans, Comprehensive Plan
Amendments, Special Use Permits, Major
Amendments, and Modification of Board of
Supervisor approved stipulations



Planning & Development Department

SITE POSTING INSTRUCTIONS



1. *Arizona State Statutes* requires that the site posting in the unincorporated county "be no less than two (2) places with at least one notice for each quarter mile of frontage along perimeter rights-of-way so that the notices are visible from the nearest public right-of-way." A map designated the location of posting sites will be given to the applicant at the Technical Advisory Committee (TAC) meeting.
2. The signs must be erected prior to the due date for submitting a notarized Affidavit of Posting and photographs of the posting (see next page).
3. The signs must be maintained and updated with amended information until after the Board of Supervisor's hearing.
4. The signs must be removed and disposed of within 10 days after the Board of Supervisor's hearing.
5. You may use a sign vendor of your choice or see attached listing.
6. A notarized Affidavit of Posting and photographs of the posting must be filed with the Maricopa County Planning and Zoning Division by the applicable date indicated on the Filing Deadlines and Hearing Date Chart. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available Planning and Zoning Commission (P & Z) hearing.
7. See "Sign Specifications" for specific sign details.



Planning & Development Department

SIGN SPECIFICATIONS



1. The sign shall be a minimum of 3ft x 3ft in size.
2. The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material approved by planning staff.
3. The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
4. The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case. The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
5. The content of the sign shall match the example below and include specific case details.
6. The sign shall be securely fastened to wooden or metal stakes. The applicant is responsible for maintaining the integrity and accuracy of the sign.
7. The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

MARICOPA COUNTY

PUBLIC HEARING

PLANNING & ZONING COMMISSION: [Date]

BOARD OF SUPERVISORS: [Date]

(BOS date subject to change – contact the Planning & Zoning Division for verification)

LOCATION OF HEARINGS: 205 W. Jefferson Street
Phoenix, Arizona (BOS Auditorium)

REQUEST:

PROPOSAL:

GENERAL LOCATION:

SIZE:

CASE #:

APPLICANT/CONTACT:

PHONE #:

PLANNING & ZONING DIVISION: 602-506-1472

Pdplanner@mail.maricopa.gov

Posting Date: _____



Planning & Development Department

POSSIBLE SIGN VENDORS



This listing is not an endorsement. You may use any sign vendor.

1. Dynamite Signs
29040 N. 44th Street
Cave Creek, AZ 85331
480-585-3031
2. Epic Signs
844 E. Indian School Rd.
Phoenix, AZ 85014
602-264-5800
3. Thomas Reprographics
817 E. Indian School Road
Phoenix, AZ 85014
602-264-6871
4. Sign A Rama
5642 N. 51st Avenue
Glendale, AZ 85301
623-937-5900
5. Arizona Commercial Signs
4818 E. Winslow Street
Phoenix, AZ 85040
480-921-9900
6. Sign Scapes
17455 N. Black Canyon Highway
Phoenix, AZ 85023
602-863-7755
7. Fast Signs
2517 N. Central Avenue
Phoenix, AZ 85004
602-266-7446



Planning & Development Department

AFFIDAVIT OF POSTING



This form is used to ensure compliance with the posting requirements for zone changes, development master plans, comprehensive plan amendments, special use permits, major amendments, and modification of Board of Supervisor approved stipulations. For additional information, please call the Planning and Zoning Division at 602-506-1472 or email to Pdplanner@mail.maricopa.gov.

Case Number: _____

Project Name: _____

Applicant Name: _____

Location: _____

In order to assist in providing adequate notice to interested parties and to meet *Arizona State Statute*, the **applicant** for zoning hearings in Maricopa County shall post signs as prescribed by the "Maricopa County Site Posting Requirements." **It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to update the hearing information on the sign until the final disposition of the case. It shall also be the responsibility of the applicant to remove the sign within 10 days after final disposition of the case.**

I confirm that the site has been posted as detailed by the *Maricopa County Site Posting Requirements* as well as in accordance with Maricopa County Zoning Ordinance Article 304.2.2 and Arizona Revised Statute Title 11, Section 829C, for the case above. Photographs of the site postings are included with this affidavit.

Applicant's / Representative's signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____

Notary Public _____

PLANNING DEPARTMENT USE ONLY:

CASE NUMBER: _____

PROJECT NAME: _____

DATE RECEIVED: _____



Planning & Development
Department

AFFIDAVIT OF NOTIFICATION



Date: _____

I, _____, being the owner or authorized applicant for the Maricopa County planning case referenced below, do hereby affirm that the attached listing of names and addresses accurately reflects the ownership of property within 300 feet of the subject planning case/project, according to current Maricopa County Assessor Records.

Applicant's/Representative's Signature: _____

SUBSCRIBED AND SWORN before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____



Planning & Development Department 2006 FILING DEADLINES AND HEARING DATES



TECHNICAL ADVISORY COMMITTEE (TAC)		PLANNING & ZONING COMMISSION (P & Z)			BOARD OF SUPERVISORS (BOS)
Application deadlines. TAC meetings are scheduled as cases are submitted and processed. Submittal of an application on or prior to the deadline does not guarantee a spot for the noted TAC meeting.	TAC meetings. After a TAC meeting, corrections and revisions must be resubmitted through One Stop Shop (OSS), typically for a three (3) week review period.	This deadline refers to written sign off being obtained by all County agencies. A submittal must be received <u>at least three (3) weeks prior to this deadline</u> to allow review/sign off. Projects <u>WILL NOT be scheduled for a P&Z hearing without all required sign offs.</u>	This deadline refers to the last day an applicant can provide an Affidavit of Notification and Photographs to the planner. Failure to meet this deadline will likely result in not scheduling a case for a P&Z hearing. <u>Note: not applicable to some applications.</u>	P&Z meeting/hearing dates. Dates in bold indicate meetings of the Maricopa County Zoning, Infrastructure, Policy, Procedure & Ordinance Review Committee (ZIPPOR) where no cases are heard.	BOS meeting/hearing dates. These dates typically follow the preceding P&Z date unless the case is continued or the P&Z does not take action. <u>Owner & MCDOT signed final plat mylars (3 sets) must be received by the planner at least three (3) weeks prior to a BOS date.</u> <u>Note: the planner will obtain Assessor/Treasurer signatures.</u>
Application deadlines	TAC meetings	County Agency sign off deadlines	Affidavit of Notification and Photo deadlines	P&Z Meetings/Hearings	Board of Supervisors Meetings/Hearings
December 5, 2005	January 3, 2006	November 7, 2005	November 22, 2005	December 8, 2005	January 4, 2006
December 19, 2005	January 17, 2006	November 21, 2005	N/A	December 22, 2005	January 18, 2006
January 9, 2006	February 7, 2006	December 5, 2005	December 9, 2005	January 5, 2006	February 1, 2006
January 23, 2006	February 21, 2006	December 19, 2005	December 23, 2005	January 19, 2006	February 15, 2006
February 6, 2006	March 7, 2006	December 30, 2005	January 6, 2006	February 2, 2006	March 1, 2006
February 17, 2006	March 21, 2006	January 13, 2006	N/A	February 16, 2006	March 15, 2006
March 6, 2006	April 4, 2006	January 30, 2006	February 3, 2006	March 2, 2006	April 5, 2006
March 20, 2006	April 18, 2006	February 13, 2006	February 17, 2006	March 16, 2006	April 19, 2006
April 3, 2006	May 2, 2006	March 6, 2006	March 10, 2006	April 6, 2006	May 3, 2006
April 17, 2006	May 16, 2006	March 20, 2006	N/A	April 20, 2006	May 17, 2006
May 8, 2006	June 6, 2006	April 3, 2006	April 7, 2006	May 4, 2006	June 7, 2006
May 22, 2006	June 20, 2006	April 17, 2006	April 21, 2006	May 18, 2006	June 21, 2006
June 19, 2006	July 18, 2006	May 8, 2006	May 12, 2006	June 8, 2006	July 12, 2006
July 3, 2006	August 1, 2006	May 22, 2006	N/A	June 22, 2006	July 26, 2006
July 17, 2006	August 15, 2006	June 5, 2006	June 9, 2006	July 13, 2006	August 16, 2006
August 7, 2006	September 5, 2006	June 19, 2006	June 23, 2006	July 27, 2006	September 6, 2006
August 21, 2006	September 19, 2006	July 3, 2006	July 7, 2006	August 3, 2006	September 6, 2006
September 1, 2006	October 3, 2006	July 17, 2006	N/A	August 17, 2006	September 20, 2006
September 18, 2006	October 17, 2006	August 7, 2006	August 11, 2006	September 7, 2006	October 4, 2006
October 6, 2006	November 7, 2006	August 21, 2006	August 25, 2006	September 21, 2006	October 18, 2006
October 23, 2006	November 21, 2006	September 1, 2006	September 8, 2006	October 5, 2006	November 1, 2006
November 6, 2006	December 5, 2006	September 18, 2006	N/A	October 19, 2006	November 15, 2006
November 20, 2006	December 19, 2006	October 2, 2006	October 6, 2006	November 2, 2006	December 6, 2006
December 4, 2006	January 2, 2007	October 16, 2006	October 20, 2006	November 16, 2006	December 20, 2006
December 18, 2006	January 16, 2007	November 6, 2006	November 9, 2006	December 7, 2006	January 3, 2007 (tentative)
January 8, 2007	February 6, 2007	November 20, 2006	N/A	December 21, 2006	January 17, 2007 (tentative)



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR CONCEPT PLAN



The concept plan must have a preliminary drainage report/plan that will show that the site has enough space allocated for drainage features (retention basins, channels, swales, and pipes). The conceptual drainage report needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine volume needed and the size and location of basins.
4. **Contours** – Need to show natural and proposed contours or spot elevations on the plans.
5. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
6. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION: \$500 +\$100/Acre \$5,000 Maximum



Planning & Development Department

DRAINAGE REVIEW REQUIREMENTS FOR PRECISE PLAN



A detailed drainage report with respect to hydrology and hydraulics in conjunction with grading, drainage and paving plans will need to be submitted. The final drainage plan needs to be signed and sealed by an Arizona Registered Professional Civil Engineer and should address the following:

1. **Offsite Hydrology** – Need to determine the quantity, the entrance and exit points, and how the flow is to be routed through the site.
2. **Onsite Hydrology** – Need to show how the flows are to be routed to retention basins.
3. **Onsite Retention** – Need to retain water for the 100-year, 2-hour storm for the developed site. Determine volume needed and the size and location of basins.
4. **Onsite Hydraulic Calculations** – Need to show hydraulic analysis for any channels, culverts, storm drains, or street drainage.
5. **Cross Sections** – Need to show perpendicular cross-sections through the site indicating property lines, swales, retention areas, finished floors, and street details.
6. **Finished Floor Elevations** – Need to show finished floor elevation and certification note.
7. **Topography** – Need to show natural and proposed contour elevations or spot elevations.
8. **Dry Wells** – If applicable, need to submit a copy of the dry well registration before issuance of a permit.
9. **Floodplains** – Need to show the delineated floodplain boundaries if the site is within a Federal Emergency Management Agency's (FEMA) special flood hazard area. Will also need to apply for Floodplain Use Permit.
10. **Erosion Setbacks** – For washes and other watercourse channels an erosion setback will need to be determined, which meets Arizona State Standard 5-96.

11. Fill out the following table:

Miles/Acres of Protected Natural Watercourse ¹		
Miles of Improved Watercourse or Storm Drain ²		
Acres of Retention or Detention Areas ³		

¹Miles/Acres of watercourse that is preserved in a natural state.

²Miles of watercourse that is altered by bank stabilization, channelization, and storm drain installation, or grading. Curb and gutter does not qualify as watercourse

³Acres of Retention/Detention to be constructed as drainage infrastructure.

Since complex drainage systems may require more detailed information, a meeting should be arranged with personnel from Drainage Review.

FEE INFORMATION:

\$1,000 + \$200/Acre \$10,000 Maximum

With TAC Hearing – Total & Additional \$75

With Public Meeting – Total & Additional \$75